



Taunton Municipal Airport Commission

MINUTES OF MEETING

Revised

November 17, 2021

Commissioners:

Robert Adams - Chairman
Richard Griffith - Vice Chairman
Kenneth Gibson
Jonathan LeMaire
Stephen Rogers
Burton Schriber
Zena Shivers

Airport Manager

Interim Airport Manager – Richard Griffith

Treasurer/Secretary

Dianne Tavares

Meeting called to order at 7:00 P.M.

Bob introduced new Commissioner – Zena Shivers

Roll call taken:

Robert Adams - present
Richard Griffith - present
Ken Gibson – present
Steve Rogers – present
Burton Schriber – present
Zena Shivers - present

2. Airport Engineers: Airport Solutions Group – As distributed

Memo describes the current status of miscellaneous engineering and planning projects at the Taunton Municipal Airport as of the date indicated above

1. INSTALL OIL WATER SEPARATOR – PHASE 2 (1UNIT)

ASG has prepared and coordinated the execution of contracts between TAN and G. Lopes Construction. ASG is in the process of reviewing shop drawings submitted by G. Lopes. Project is still expected to be constructed this year. Once shop drawings have been approved, ASG will coordinate a construction start date.

The above represents the author's recollection of the meeting discussed and agreements made. Please notify the author of any errors or omissions within one week of issuance, otherwise this record shall stand as an accurate Representation of the meeting.

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CITY CLERK'S OFFICE
2022 FEB 28 P 12:37
TAUNTON, MA
CITY CLERK

Project Cost: \$202,195.08
FAA Share: \$202,195.08
MassDot Share: -0-
TAN Share: -0-

2. RUNWAY 12-30 RUNWAY/TAXIWAY SEPARATION STANDARDS FEASIBILITY STUDY

ASG has address comments and finalized the report. The final report was submitted to the FAA, MassDot, and TAN on November 12, 2021. ASG will be preparing the final invoice and FAA and MassDot closeout documents.

Estimate Project Cost - \$92,800.00
FAA Share: \$92,800.00
MassDot Share: -0-
TAN Share: -0-

3. COLD STORAGE BUILDING (ASMP)

The Taunton Municipal Airport (TAN) is seeking funding assistance under the MassDot Aeronautics Division's Airport Safety & Maintenance Program (ASMP) to purchase and install a cold storage shelter to store and maintain its (overflow) fleet of equipment. The proposed cold storage shelter (42' x 40' 17'H) will be made of steel members with a heavy canvas material covering the frame, (e.g. Quonset hut "type" structure). The structure will be mounted onto 2-foot high concrete blocks to allow for protection of the structure from winter conditions and to gain additional clearance height for vehicles. A manual rollup overhead door (16' x 16') is proposed for ease of moving equipment to/from the structure. The concrete blocks will be placed on a bed of stone dust, and a gravel access road will be constructed to access the building from Westcoat Drive. A new swing gate is also proposed.

An ASMP grant application was submitted on September 13, 2021 to MassDot for consideration of funding. Waiting to hear back from MassDot.

4. FUEL FARM PERMITTING (ASMP)

This project is intended to perform a preliminary design in order to obtain environmental permits/approval for a future project to construct a new Fuel Farm at the Taunton Municipal Airport (TAN) in Taunton, MA. The new fuel farm would include two above-ground fuel tanks: one 10,000 gallon Jet-A tank and one 10,000 gallon AVGAS tank. The system would also include separate pumps and ancillary equipment to receive fuel deliveries from bulk fuel delivery trucks and to dispense fuel into a mobile fuel truck. It is also proposed for the tanks and equipment to be contained with a dike to contain a potential fuel spill and that the bulk fuel delivery truck will unload on a new poured concrete pad.

An ASMP grant application was submitted on September 13, 2021 to MassDot for consideration of funding. Waiting to hear back from MassDot.

3. Secretary Report – October 27, 2021

Ken Gibson made motion to accept Secretary's report as distributed.

Seconded: Dick
All in favor: yes

4. Treasurer's Report – November 17, 2021

Monthly Income -	\$22,323.93
Monthly Expenses -	<u>\$44,315.94</u>
Cash Flow	\$21,992.01

25 General Acct.	\$48,794.86
20 FAA Grants Ledger	\$ 4,715.35
22 Grants Ledger	-0-
CRRSA/Airport Rescue	\$45,000.00
01 Payroll Acct.	<u>\$18,804.50</u>
Annual Net	(\$13,523.57)

Ken just wants to make a note: The new column that was added, the FAA Grants approved column. As you can see on your chart, we have two amounts \$13,000 and \$32,000. Ken was confused about the 20 Acct Federal Grants Ledger that right now is \$4,715.35. That is from the original Covid grant that the FAA gave the airport. The airport is drawing funds based on what the airport was approved to use the funds for. We have been drawing off the \$32,000.00. The 4,715.35 is what is left. What we still have available is the two extra grants that became available due to Covid. They are the \$32,000 and \$13,000, so we have an extra \$45,000.00 to play with for certain stuff as we move forward. Ken wants to make sure that everyone is clear on this and we pay attention to this as we start to do stuff.

Ken made motion to accept financial report pending audit.
Seconded: Steve

5. Airport Manager's Report:

1. Fuel Survey – The airport took on 8,032 gallons. Currently the fuel price is at \$5.66.

2. Beacon is not working. The gears on the top are not working. Tom Cullen the airport electrician was called. Cullen has gone up and looked at the beacon. They are trying to get parts for it. Tom will get back to the airport with an estimate if he can get parts, if not then he will get the airport a price of what it would cost to replace it. The windsock, on the other side of the field was knocked down during the storm in October. Tom will also give the airport a price to replace the windsock with a solar lighting.

3. Gates 3 and 5 are still not working, gate 3, we have issues with it every time it rains. So sometime in the future we are going to have to address that problem.

Per Ken, this is being address now with the engineer with Newera Technology. We are going wireless versus hard wire we already have details on that. This is part of the new building construction.

Airside Inspection – Tie-downs, Lights, and Fuel Farm – Everything is operating properly. Most of the outside work is done. Our maintenance crew is just touching up a few things, along with grass cutting and trimming. The maintenance crew will be turning their attention to inside the garage and getting the equipment ready for winter. Verizon made a visit to the ASOS. They are changing over to fiber optic. Ed May from May Fencing was at the airport repairing gate 7 that was damaged by Roy Construction. Repair is complete, gate is functional.

At this point Chuck Wright asks to give information.

Bob tells Chuck Wright that this is not allowed. This is a commission meeting and you are not allowed to speak. There is not public input. Bob tells Chuck Wright that if he interrupts this meeting one more time, he will be asked to leave.

Chuck Wright is telling Bob that he is supposed to handle point of information correctly. It is a point of information.

Bob asks Chuck Wright to leave.

Chuck Wright replies he has already talked to the city council. It is a point of information.

Bob called a recess.

Ed Correira left the room to bring in security.

Before we continue the meeting, Ken announces that this is a commission meeting that the public can attend. The commission will allow for public input at the end of the meeting. This is a discussion amongst the commissioners. Point of information, Robert Rules all of that applies to the commissioners at the table not the public unless the commission talks about public input. Ken just wants to put this on the record.

Ken asks about the AV fuel in the tank. Ken would like to know how much of the fuel had been used.

Dick replies around 1000 gals.

Ken questions how long the fuel will last.

Dick replies end of January beginning of Feb. Depends on the weather. If we have good weather is will be used faster. Hard to say, but Dick is looking till the end of January.

So that explains the \$22,000 of the expense. So as we use the fuel the money will come back to the airport.

6. Old Business – Raven Storage, LL

Per Bob, as discussed in the last meeting about Raven's lease. It was brought up because there is a septic and well there. It needs to be protected from anyone working on the road or future building. What the square footage works out to be is 110 sq. ft. x 30 ft. This information shows where the septic and the well are in relation to the building. This will be 3,300 sq. ft. that will be added in because of the septic system that will be put in. Is there any discussion on it?

First off, the plans that Raven Storage, LLC provided is bringing it back into compliance. Ken is in agreement with the addition to the lease because the place with the well the airport can no longer use that segment of it. Ken thinks that should be part of the lease. If they ever had to because right now it has the leaching field that goes to the side of it, but now if they had to move it over the years there is plenty of space to put it there. We have enough room on the access road for future development for water and sewer that might be running for future projects coming down the east and west access roads. It gives the airport a buffer zone to be able to run that by the engineer's reports.

Bob mentions 5 ft. is plenty. If the commission feels the need for more or less room that will be up to the commission to decide.

The second thing that Ken didn't see was the lease terms. The commission has talked about this at one of the commission meetings. Going forward what are we going to do. Obviously this is not new construction, Ken thinks what the commission has to discuss is the lease terms, will it be five year, ten year or two five years that are renewable. Before the commission approves this there should be some term on it.

Burton's opinion would be that the commission does not make it too long. A five year lease is more than enough. If you extend it out too far, if there is some kind of cost that goes up or something that goes on then you cannot make a change.

Ken talks about the CPI index. The five year lease is that, before the rate would be adjusted every three years. We can adjust it every year based on the consumer price index. That is a standard in the lease.

Per Burton, if that is the case,

Per Steve, we are not locked into a price, just on the agreement they can utilize the land.

Burton, if you want to make it longer, as long as you have that stipulation then Burton is fine with this.

Ken thinks the five year, as long as you check off all the boxes on the data matrix, if everything else you had is in compliance, then you can automatically get approval for the next.

Bob asks when Raven's lease is up. Lease is up in May, 2022. The new lease will have the new sq. footage, starting it in May 2022. You would start the new lease when the old one was up.

Ken thought that this was going to be the new lease because the illegal septic system voided the original lease so this is starting a new one. Ken thinks it should start from today, the day the commission approves it.

Bob needs a motion on this.

Ken makes a motion to approve Raven Storage, LLC's lease pending obviously the tenant agreeing to it, but the commission is including the additional 3,300 sq. ft., five year lease that is renewable consecutively five years pending meeting all the matrix we have in our by-laws.

Steven seconded.

Per Ken starting today, brand new.

Dianne requests if the lease can be as of November 1st, 2021 so it will be a full month.

Ken made a motion to start the lease as of November 1, 2021.

All in favor.

7. New Business

Jon LeMaire made a request not to go into executive session, he would like to be here. We have a quorum, it is up to the commissioners if you want to hold off.

Burton, Ken want to go forward.

Roll call vote to go into executive session.

Steve Rogers – yes
Ken Gibson – yes
Burton Schriber – yes
Richard Griffith – yes
Zena Shivers – yes
Robert Adams – yes

The reason to go into executive session is the RFP for management #2. The commission may not convene after the executive session.

Ken would like to make a motion to go into executive session.
Dick seconded

All in agreement – yes

Back into the public meeting:

Roll call vote: Almeida Enterprise and Mustang Management
Final vote of 6 to 0 for Mustang Management to go forward with airport manager.

8. Input – No Public Input

9. Motion to adjourn
Motion to adjourn – Steve
Ken seconded

Next Regularly Scheduled Meeting: January 26, 2022 at 7:00 p.m. in the
Taunton City Council Chambers, 15 Summer Street, Taunton, Massachusetts 02780.
Individuals with disabilities, who require assistance or special arrangements
To attend, please contact the Airport Manager at 508-821-2973. We request that
you provide a 48-hour notice so that the proper arrangements may be made.